

SEVEN SPEED SECRETS OF EXPERT TYPING

A Scientific Explanation of the Methods Em-
ployed by Experts, with Special Exercises.

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Amateur Typewriting Record, 126.1
Net Words Per Minute for 30 Minutes.

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machine. Keep your eyes on the book from which you are copying.

Each exercise in this booklet has been arranged with a very definite end in view. No typist should ever write an exercise without striving for a definite goal. Even in repetition work where the aim is to make the typing as nearly mechanical as possible, it is necessary to fix one's attention on certain phases of mental and muscular control if the best results are to be had.

A complete description of the various types of drills will be found in the introduction to the Model Exercises. Try to apply the correct principle when writing these drills and at all times make it a special point to be exceedingly critical of your own work.

SPEED SECRET TWO

MENTAL CONTROL

Just as the great musicians have come to recognize the importance of mental control, so have the expert typists learned to appreciate it. Nearly all typing errors may be traced to a lack of physical or mental control and, since the mind is in a position to govern the body, it follows that even the errors caused by a lack of physical control may be eliminated by a more complete degree of mental control. If the mind wanders for only a fraction of a second the damage may be done. Typewriting is a wonderful developer of mental alertness and concentration.

Hesitation. Hesitation in typing is fatal. The expert is distinguished by the continuity of his writing. Hesitation produces spasmodic efforts and indicates a lack of mental control.

Learn the Keyboard. The keyboard must be thoroughly learned. The position of each key in relation to other keys and particularly in relation to its *home key* is of the utmost importance. An incomplete knowledge of the keyboard will cause misstrikes and hesitation without end. Study the keyboard illustrated here. Notice the dotted line which divides the right-hand keys from the left-hand keys. The figures above the keys indicate the proper fingers to use in striking. The right thumb operates the space bar. Adhere rigidly to these divisions.

